

Greenville County Subdivision Administration Office

301 University Ridge, Suite 4600, Greenville, SC 29601 864-467-5764



GREENVILLE COUNTY MINOR SUBDIVISION PLAT SUBMITTAL GUIDELINES

DEFINITION OF A MINOR SUBDIVISION:

A minor subdivision is the division of land into 6 or less lots, at one time or over a period of time, which does not require construction of a new street with new right of way, the extension of a public water or sewer system or the installation of drainage improvement to facilitate residential lot construction. Applications for minor subdivisions must follow the Summary Plat process.

APPLICATION COMPLETION CHECKLIST:

- Water availability letter
- Sewer availability letter
- SC DOT encroachment permit, if applicable.
- Fire Chief approval letter for private drive, if applicable.
- Draft copy of access easement for proposed private drive, if applicable.
- Recorded easements and/or restrictions that apply to this property if applicable.
- Recorded and/or copy of HOA/POA restrictive covenants, if applicable
- Documentation of HOA/POA establishment, if applicable
- Fee:\$200 plus \$10 per lot
- Summary Plat

APPROVAL PROCESS

Applicants are encouraged to submit a Summary Plat using the Online Permit Development Center-the County's web portal for electronic submittals. The Online Permit Development Center also known as Cityworks is designed to streamline plan review, allow for online fee collection, and permit staff and applicants to track progress. Start the application by using the link below to establish a login and password. <https://cityworks.greenvillecounty.org/cwpub/template/login.aspx>

1. Within two (2) days of submittal (three (3) days if submitted after noon), Subdivision Administration staff will review uploaded applications for completeness ("Initial Review").
2. Applicant and/or the consultant identified on the application will be notified via email of any deficiencies found during the Initial Review.
3. Once any deficiencies have been addressed, the formal ten (10) day review process ("Review") will begin and the Summary Plat will be distributed electronically to the internal members of Subdivision Advisory Committee (SAC) for review and approval.
4. Upon completion of the Review process, all comments received will be forwarded in an e-mail to the applicant outlining required changes to the submitted plat. **Plat revisions received before comments have been sent will not be reviewed.**
5. Upon receipt of the revised Summary Plat, an additional ten (10) day Review process will re-open to only those departments or agencies of SAC that previously denied the submittal
6. Upon notification that the Summary Plat has been approved, the applicant must submit an electronic copy of the summary plat in DWG format. Additionally, a paper copy of the approved plat must be submitted for signature by the

Subdivision Administration office. Once signed, the approved plat may be recorded with the Greenville County Register of Deeds Office.

7. Once recorded, the applicant must return the recorded Summary Plat to Subdivision Administration for inter-office routing to establish street addresses and tax map numbers for new lots.
8. The applicant will be notified that they may pick up the plat or it will be mailed via USPS to the address provided once new addresses and tax map numbers have been issued. If recorded plat is not picked up within 5 days of notification, it will be mailed.

SUMBITTAL REQUIREMENTS

The subdivision of land must meet the minimum requirements of the Land Development Regulations ("LDR") and each lot must conform to all applicable Zoning Regulations. Prior to receiving Summary Plat approval it shall be determined that lots have access to and frontage on a public right of way which has been accepted by the County or the South Carolina Department of Transportation ("SCDOT") for continuous maintenance. If public water and sewer are available, appropriate documentation of water and sewer service must be provided. If using individual wells or septic tanks, contact South Carolina Department of Health and Department of Environmental Control ("SCDHEC") for their procedures and lots will be evaluated at the time of development. If Stormwater Permit has been obtained, include the number on the Plat when submitting. The County Engineer may require the developer to provide additional drainage information as may be required by State or Federal law.

Stormwater Management

In accordance with the Clean Water Act, Greenville County's storm water ordinance requires the evaluation of subdivision activities to protect the quality and beneficial uses of the County's surface water resources from pollution in storm water runoff from construction activities. A Stormwater Pollution Prevention Plan ("SWPPP") is required by a registered design professional when the division of a parcel into more than two parcels at one time, or over a period of time, will result in: 1) an increase of one cubic foot per second (cfs) in runoff from future development impervious surface from the existing land pervious condition or 2) an accumulative land disturbance totaling one or more acres. Land Development Division ("LDD") staff can review the proposed long term development plan with the subdivider to determine if a SWPPP or a simplified grading permit is required. Applicants are advised to schedule a threshold conference with LDD to determine if a SWPPP is required. It is the subdivider's responsibility to outline who will be responsible for meeting the stormwater management and erosion control requirements for lot development. Specifically, the applicant must identify which stormwater management procedure below will be adhered to at the time of application:

- An approved Stormwater Pollution Prevention Plan
 - A SWPPP is necessary if the subdivider desires to develop created lots immediately.
 - A registered Tier A or B surveyor is required to prepare the summary plat. A registered design professional is required to prepare the SWPPP which may include a licensed engineer, Tier B Surveyor or landscape architect.
 - An approved SWPPP is required prior to plat approval. An approved SWPPP should be obtained prior to submitting a summary plat application to avoid unnecessary plat review delays.
- Full Dispersion Plan
 - A full dispersion plan is an option for subdivider's that would like to develop immediately but do not want to provide a stormwater management plan for the entire parcel. A full dispersion plan allows the subdivider to meet stormwater management requirements by limiting impervious surface area and preserving forested/native conditions to remain undeveloped through the protection of recorded easements for each lot.
 - A registered Tier A or B surveyor is required to prepare the summary plat. A registered design professional is required to prepare the SWPPP which may include a licensed engineer, Tier B Surveyor or landscape architect.
 - It is important to note that building permit holds will be placed on each lot to ensure that residential grading permits comply with the dispersion requirements.
- Zero Land Disturbance
 - If the subdivider does not intend to develop lots immediately or at all and does not want to provide a SWPPP until the time of development.
 - The responsibility of stormwater plan preparation is shifted to the individual property owners of created lots.

- A hold will be placed on building permits for each created lot. At the time of development, each lot will have to obtain a Greenville County Land Disturbance permit which may require the use of a registered design professional.
- A registered Tier A or B surveyor is required to prepare the summary plat.

SUBMITTAL SPECIFICATIONS

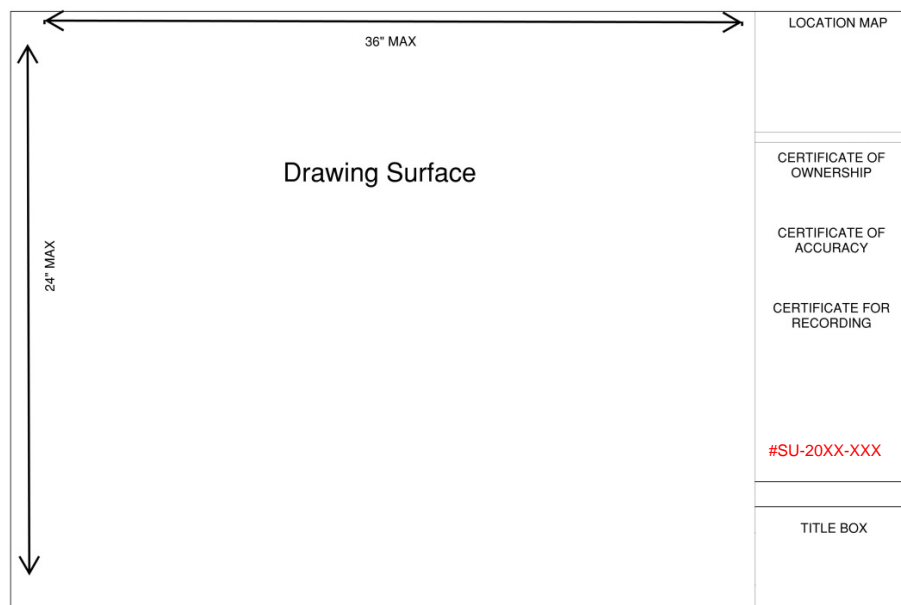
The following minimum requirements have been established for all new Minor Subdivisions to ensure that the development of these lots will protect public health and safety and the orderly development of the surrounding area.

- A. Each lot must conform to all applicable Zoning Regulations or Land Development Regulations, including unzoned areas.
- B. Does not potentially obstruct the floodplain.
- C. Does not violate the intent of the Land Development Regulations or Zoning Ordinance.
- D. The subdivider shall design the lots to reflect the unique characteristics of the property by responding to its topography, wetlands, streams and forests and their relationships to adjoining properties and roads.
- E. At the point where an applicant/property owner wants to exceed the criteria for a Minor Subdivision, the criteria for a Major Subdivision will apply for the entire project.
- F. The parcel shall not be located in an existing subdivision (residential development) and it must be a previously platted lot of record.
- G. In the unzoned area of the county, subdivisions not fronting on a public road may utilize the unpaved shared drive option to provide access.
- H. It is the subdivider's responsibility to assure that the proposed lots meet the criteria for public water systems or sewage systems. Appropriate agency approvals must be provided to Subdivision Administration prior to review of the Summary Plat.
- I. It shall be the subdivider's responsibility to assure that the proposed lots have direct access from the lot to a right of way dedicated to public use.
- J. It is the subdivider's responsibility to outline who will be responsible for meeting the stormwater management and erosion control requirements for lot development.
 - 1. If the subdivider's lots are for immediate development, appropriate stormwater permits are to be obtained prior to the approval of the plat.
 - 2. If the subdivider does not want to be responsible for the development of the lot(s), the following notes are to be added to the plat:
 - a. There is no land disturbance associated with this Summary Plat.
 - b. At the time of development each lot must obtain a Land Disturbance Permit through the Land Development Division to address water quantity and quality.
 - c. A building and land disturbance hold will be placed on each lot until a Land Disturbance Permit has been obtained.
- K. If the new proposed lots have existing structures, zoning and encroachment shall be evaluated.
- L. If the new proposed lots are non-residential, stormwater evaluation will also be required.

PLAN REQUIREMENTS

One electronic copy of the Summary Plat shall be submitted at a scale of at least 1 inch=100 feet. The summary plat shall not exceed 24"x36" overall dimensions.

- Location Map
- Street Names and Inventory Numbers
- Lot lines (existing and proposed) and building lines
- Proposed lot numbers
- Tax map number
- Number of acres
- Reservations, easements, flood plain, public accesses or other areas of land not for residential use
- North arrow, legend, graphic scale, date and title
- Location and description of survey boundary monuments
- Name, tax map number and ownership of adjoining property
- Name of subdivider or owner
- Name of SC registered land surveyor with embossed seal
- Drainage easements shall be provided for all drainage outfalls onto the property from the roadway (easements may be required)
- Areas of Special Flood Hazard
- USGS Blue line streams with Greenville County buffer easements
- Appropriate Right of Way required
- Cemeteries and Burial Grounds
- Appropriate notes regarding permitting needs for encroachments, land disturbance, and floodplain development as may be required by Article 17 of the LDR
- Title box to contain:
 - Name of subdivider or owner
 - Name of surveyor or engineer with appropriate license
 - Number of acres and number of lots to be created
 - Zoning of property
 - Date field survey was completed
 - Date of Plat
- Certificate of Ownership and Dedication
- Certificate of Accuracy
- Certificate of Approval for Recording





Minor Subdivision Application

FOR OFFICE USE
Municipality ☐
Holds Required ☐

TITLE OF PLAT

Title of Plat:	
Parcel No.(s):	

PROPERTY OWNER

Name(s):			
Email:		Phone:	
Address:		City:	
State:		Zip:	

CONSULTANT (Surveyor, engineer, etc. person to whom all correspondence will be sent):

Consultant Name:			
Company Name:			
Email:		Phone:	
Address:		City:	
State:		Zip:	
Consultant Type (place an X):	<input type="checkbox"/> Engineer <input type="checkbox"/> Tier-A Surveyor <input type="checkbox"/> Tier-B Surveyor		

PROPOSAL

Proposed Land Use		Zoning:	
Total Acres:		# Lots:	
Existing Stormwater Maintenance Agreement #:	_____ If applicable		
In Municipality?	_____ Name of Municipality		

UTILITIES & SERVICE

Water supply provided by:

- ☐ Individual well
- ☐ Community system, specify type. _____
- ☐ Municipal system (attach availability letter from Water Provider)

Wastewater collection/treatment provided by:

- ☐ Private septic
- ☐ Community system, specify type. _____
- ☐ Municipal system (attach availability letter from Sewer Provider)

EXISTING & PROPOSED ROADS TO BE USED TO ACCESS CREATED LOTS

- ☐ State Road, indicate road name _____ (attach SC DOT Encroachment Permit)
- ☐ Private Road, indicate road name _____
- ☐ County Road, indicate road name _____
- ☐ Private Drive (attach letter from Fire Marshall/Chief confirming drive meets Fire Code and unrecorded copy of unpaved Private Drive Easement Agreement)

EXISTING OR PROPOSED GROUP DEVELOPMENT

Will the proposed units have driveways, parking areas, yards, courts or other facilities owned and maintained in common area? ☐ Yes ☐ No

If yes, the proposal must follow the preliminary plan and final plat approval process. The summary plat process does not apply.

Does the proposed subdivision site have existing driveways, parking areas, yards, courts or other facilities owned and maintained in common area? ☐ Yes ☐ No

If yes, please attach documentation of POA/HOA establishment and copy of recorded POA/HOA restrictive covenants and/or easements.

STORM-WATER MANAGEMENT PLAN OPTION

The Greenville County stormwater ordinance requires an approved Stormwater Pollution Prevention Plan prior to the approval of subdivision plats.

☐ An Approved Storm-water Plan (Registered design professional required i.e. landscape architect, engineer or Tier B Surveyor)

☐ Zero Land Disturbance Permit (No registered design professional required)

The responsibility of stormwater plan preparation is shifted to individual property owners of created lots. A hold will be placed on building permits for each created lot. At the time of development, each lot will have to obtain a Greenville County Land Disturbance permit through LDD to address stormwater quality and quantity.

☐ Full Dispersion Plan (Registered design professional required i.e. landscape architect, Tier B Surveyor or engineer)

This option addresses stormwater quality and quantity by limiting impervious surface area and preserving forested or native conditions to remain undeveloped through the protection of recorded easements for each lot (see Summary Plat Application Guidelines for more details). For more information about the full dispersion option

requirements, see Greenville County, SC LDR Article 3.5.6 and Stormwater Management Design Manual Appendix G / Post Construction WQ Specifications and Details https://www.greenvillecounty.org/LandDevelopment/pdf/designmanual/WQ-17_Full%20Dispersion_Spec_2018.pdf.

All property owners must sign this application unless one or more individuals are specifically authorized to act as an agent on behalf of the collective interest of some or all of the owners (provide a copy of such authorization).

The undersigned property owner(s) hereby authorize the filing of this application (and any subsequent revisions thereto).

Signature: _____ Date: _

Signature: _____ Date: _

The undersigned applicant hereby certifies that to the best of his or her knowledge and belief, all information supplied with this application is true and accurate.

Signature: _____ Date: _